

City of Harrisonburg, VA

Design & Construction Standards Manual

Appendix J

Stormwater BMP Post-Construction Inspection Policy

Property owners are expected to maintain all stormwater BMPs in good working condition, functional per original design intent. Owners should seek out the assistance of landscape, engineering and biology professionals as appropriate to assess the condition and function of BMPs. Owners are encouraged to establish a regular program for such maintenance, based on specific needs for specific facilities. This may help to avoid costly repairs that could have been avoided by consistent, regular maintenance.

Owner is cautioned that the function of certain BMPs may be dependent upon other features of the original site design. For example, changes to ground character from re-grading, added impervious areas, redirection of roof runoff, etc. may change the effectiveness of the original stormwater facilities.

As outlined in the Stormwater Management BMP Facilities Maintenance Agreement, the property owner is responsible for conducting annual inspections of their BMP(s) and submitting a report to the Department of Public Works (Annual Inspection Form attached).

The reports shall be submitted to the Public Works Department by July 1 of each year, no earlier than 60 days prior. A separate report is required for each BMP covered under the project's approved Stormwater Management Plan.

Every three years, the property owner will be required to have a professional engineer certify that the BMP is functioning properly and as designed. The professional engineer shall submit the Annual Inspection Form and use it as guidance, but it is expected that a complete inspection of the stormwater BMPs' condition be conducted. This should include assessment of underground systems, filter media, infiltration capabilities, vegetation condition and coverage, etc. A supplemental narrative may be necessary to complete a full assessment.

Should either the owner's or engineer's inspection find that maintenance is needed, the property owner will have 60 days from the date of inspection to complete maintenance and inform the Public Works Department that work is complete and a re-inspection may be needed. Additional time may be granted by the Director of Public Works or designee on a case-by-case basis.

Each year, Public Works Department staff will conduct "spot" checks of stormwater BMPs to ensure compliance. At minimum, 1/3 of all BMPs will be spot checked each year by Public Works staff. Should a BMP be found by Public Works staff to require maintenance, a letter will be sent to the property owner and follow up will be requested. The letter will detail the deficiencies found. Should the property owner fail to maintain the Stormwater BMP, enforcement actions may be taken by the City of Harrisonburg per the terms of the Maintenance Agreement.

ANNUAL INSPECTION FORM FOR STORMWATER BMPs

City of Harrisonburg Dept. of Public Works

320 E. Mosby Road

Harrisonburg, VA 22801

Phone: (540) 434-5928 Fax: (540) 434-2695

This form is for use with stormwater BMPs that have a Stormwater Management/BMP Facilities Maintenance Agreement filed at Rockingham County Clerk of Court Office, per the City of Harrisonburg's Design & Construction Standards Manual. Such Agreement requires Annual Inspection of Stormwater BMPs. The Manual's Appendix J, "Stormwater BMP Post-Construction Inspection Policy", discusses required procedures.

Routine self inspection of your BMP is the best way to catch potential problems before they become a liability. Inspectors should review the maintenance and operation notes included in the project's approved Stormwater Management Plan "Plan" for specific details.

Project Name on Stormwater Management Plan: _____

Property Owner Information:

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Stormwater BMP Information: (separate form required for each individual BMP)

Address of BMP: _____

Tax Map Number: _____

Type of BMP (check one):

- ☐ Earthen Embankment
- ☐ Principal Spillway
- ☐ Vegetated Emergency Spillway
- ☐ Sediment Forebay
- ☐ Landscaping
- ☐ Retention Basins
- ☐ Extended Detention Basin

- ☐ Detention Basin
- ☐ Constructed Wetlands
- ☐ Infiltration Practices
- ☐ Bio-Retention
- ☐ Sand Filters
- ☐ Grassed Swale
- ☐ Vegetated Filter Strip
- ☐ Level Spreader

- ☐ Other (describe) _____
- ☐ Manufactured BMP System. Product Name: _____

Inspector Information:

Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Is this inspection certified by a Professional Engineer? Yes / No

If Yes, PE license number: _____

If No, when was your last PE certified inspection? (Required every three years) Month ____ Year ____

Date of Inspection: _____

Recent Weather Conditions:

Note: Underground stormwater BMPs that have enclosed subsurface structures are considered confined spaces and have specific safety requirements by the Occupational Safety and Health Administration (OSHA) that should be heeded when inspecting or maintaining your system.

Description of the BMP condition:

	YES	NO	NA
STRUCTURAL INTEGRITY			
1. Does the facility show signs of settling, cracking, bulging, misalignment or other structural deterioration?			
2. Do the embankments, emergency spillways, side slopes or inlet/outlet structures show sign of erosion?			
3. Is the outlet pipe damaged or not functioning properly?			
4. Do the impoundment and inlet areas show erosion, low spots, or lack of stabilization?			
5. Is woody vegetation (trees or saplings) that may interfere with the facility's performance present on the banks?			
6. Is there evidence of animal burrows?			
7. Are contributing areas unstabilized with evidence of erosion?			
8. Do vegetated areas need mowing or is there build up of clippings that could clog the facility?			
WORKING CONDITIONS			
9. Does the depth of sediment pose a threat to storage volume?			
10. Is there standing water in inappropriate areas, such as on filters or cartridges after a dry period?			
11. Is there accumulation of floating debris and/or trash?			
OTHER INSPECTION ITEMS			
12. Is there evidence of encroachment or improper use of impounded areas?			
13. Are there signs of vandalism?			
14. Do any safety devices such as fences, gates or locks need repair?			
15. Is there excessive algae growth, or has one type of vegetation taken over the facility?			
16. Is there evidence of oil, grease, or other automotive fluids entering and clogging the facility?			
17. In raingardens, is there evidence of soil erosion, does mulch cover the entire area, are specified number and types of plants still in place, or is there evidence of disease of plant stress from inadequate or too much watering?			
Additional Comments:			

- If you answered YES to any of the above questions, maintenance of your facility is required. What maintenance or repairs have been/ will be performed? (If you cannot answer this question at this time, please notify the Public Works Department in writing of your plans for maintenance within 15 days.)
- When will repair or maintenance of this BMP be completed? (Required within 60 days)
- Additional comments:

I, the undersigned, hereby certify that the information presented above, to the best of my knowledge, is accurate and that I believe the identified stormwater BMP is in proper working order.

Signature of Inspector: _____ Date: _____

Organization Name: _____